

Title	Participation in Political Activities		
Approval	Executive	Oversight & Responsibility	Human Resources
		Effective Date	September 21, 2021
		Document No.	Tbc

This guideline sets out a recommended course of action that aligns with best practice. Individuals are afforded a reasonable level of discretion in application of the provisions to an actual event.

The most up-to-date versions of the university's guidelines are posted on the policy & procedure website. If you've printed this guideline, check the website to ensure you have the current version.

Royal Roads University is a politically neutral institution and does not endorse political parties or candidates in relation to local, provincial or federal elections. While non-partisan, Royal Roads University encourages students, staff and faculty to exercise their right to vote and to engage as individuals in the political process.

PURPOSE

The purpose of this document is to provide guidance for staff and faculty engagement in the electoral process while employed by a non-partisan institution.

WHAT THE GUIDELINES APPLY TO

These guidelines apply to partisan political activity by faculty and staff, including:

1. Volunteering for a political party, candidate or elected official;
2. Participating in campaign events or visits from candidates and/or their representatives;
3. Soliciting political donations or fundraising;
4. Soliciting petition/nomination signatures; and
5. Seeking nomination as, or being a candidate for, election.

Royal Roads University supports academic freedom and these guidelines are not intended to limit faculty or staff members from engaging with political parties, candidates or representatives, both in conducting research and teaching, as well as during times of election.

UNIVERSITY INVOLVEMENT IN POLITICAL CAMPAIGNS

As Royal Roads University is a tax-exempt entity, federal law precludes the university from engaging in election campaigns or initiatives of a political nature, and university resources are not allocated to support partisan political activities in any way. Faculty and staff may not make political contributions using university resources or under the aegis of the university; contributions are to be made as individuals only.

FACULTY AND STAFF INVOLVEMENT

When faculty and staff engage or participate in political campaigns, it should be noted that this is to be done in their individual capacity and not as a spokesperson or representative of Royal Roads University.

The president and board chair are the only university members who are to act in such a capacity. Institutional affiliation is not to be mentioned when faculty or staff are involved in supporting political

initiatives or campaigns. If a university affiliation is recognized by media organizations, faculty and staff should provide a disclaimer that the views, thoughts, and opinions expressed are personal.

TIME OFF TO VOTE IN PROVINCIAL AND FEDERAL ELECTIONS

Regarding the upcoming federal election, voters are entitled to four consecutive hours free from work to vote during advance voting or on General Voting Day – September 20, 2021. Voting hours during General Voting Day are 7 a.m. to 7 p.m. Pacific time. Voting hours at advanced polls may vary depending on location. Employees can confirm the hours and location of the advanced polls in their electoral district by visiting <https://www.elections.ca>

Royal Roads University encourages employees who are working on General Voting Day and eligible to vote to do so before or after work. If an employee needs time off to vote, they should let their supervisor know as soon as possible to minimize disruption to operations.

In the case of a federal election, on polling day voters are entitled to three consecutive hours for the purpose of casting their vote.

USE OF UNIVERSITY FACILITIES

University facilities can be booked by external clients for the use of events that are political in nature, with the understanding that these bookings are consistent with the same booking terms and conditions that would apply to any member of the general public or private group.

The university reserves the right to deny use of university facilities and resources should the proposed events give the appearance of university partisan support of one candidate or political party over another. Given that university facilities can be booked by external clients, faculty and staff are not meant to book facilities on behalf of political parties or candidates, and any cost for booking university facilities is not to be subsidized by Royal Roads University funds.

POLITICAL ADVERTISING

During municipal, provincial and federal elections, Royal Roads University does not allow materials advertising political candidates, parties or positions to be posted on university property (such as handbills, banners or posters). Initiatives to get people to vote are permitted, but must be done on a non-partisan basis without any specific affiliation to a specific political party.

SIGNAGE RELATED TO POLITICAL CAMPAIGNS

Royal Roads University prohibits unauthorized signage on campus. If signs are placed on campus property, candidates will be requested to remove them. Should any damage occur to university property due to such signage, the candidate or political party on the signage will be held responsible.

FACULTY AND STAFF SEEKING ELECTION

Royal Roads University encourages faculty and staff members to seek and hold public office, should they so desire. Within this, the university acknowledges the right for said faculty and staff members to seek election at any level of government but expects those seeking nomination or campaigning for public office to do so on their own time.

The use of university resources and campaign activities on campus is strictly prohibited to allow the university to continue to maintain a non-partisan status. If a perceived, or real, conflict of interest should arise through employee campaigning, said employee is encouraged to note this to the person they directly report to.

ELECTED TO POLITICAL OFFICE

Should an employee be elected to political office at any level, they should either resign their position or seek a leave of absence without pay

RESPONSIBILITY OF THE EXECUTIVE

The university executive will ensure that faculty and staff are informed of these guidelines, and that proper procedures are in place and followed should requests for support of partisan political activities be received.